



To: Real Estate Department Partners **Notice: RED-15-13**
From: Real Estate Department – Compliance & Asset Management
Date: April 6, 2015
Re: 2015 IHCD HOME & CDBG Certification Training

IHCD HOME & CDBG Certification Training

The Indiana Housing & Community Development Authority (IHCD) has developed a training course to ensure program compliance and build partner capacity related to the CDBG and HOME programs. This is an interactive three day course consisting of a pre-test, post-test, and team assignments. Successful completion will result in an IHCD Grant Administrator Certification. Topics will include but are not limited to: an overview of homebuyer, rental, and owner occupied activities, financial management, Davis Bacon Labor Standards, Procurement, Uniform Relocation, Environmental Review, and understanding written agreements.

The training will be held June 9-11, 2015 at the John H Boner Center, Chase Neighborhood Classroom located near downtown Indianapolis. Ample free parking is provided and local eateries are within a few miles.

We encourage anyone who is the recipient of the funds, writes applications, administers and manages the program thru project completion, and/or provides ongoing assistance to the program to attend this training. **HOME applications are due June 5, 2015.** If you plan to apply this upcoming HOME round and register for the certification training, please allot points in the application for attending. 2015 HOME application policies will award points to applicants that have successfully completed the certification.

The training is of no cost to our partners. Partners will be provided the HOME & CDBG Program Manual, 3rd Ed., training workbook/manual, a "Master File"- a guide on what and how to document program information, and light refreshments.

Please register no later than May 30, 2015 at <https://homeandcdbg.eventbrite.com> . Seats fill up quick, so please register as soon as possible. This year there will be space available for 40 individuals to attend. Partners will be automatically added to a waitlist after all available spots are reserved.

If you have any questions, please feel free to contact Devyn Smith, Compliance Manager at devynsmith@ihcda.in.gov or 317-232-7025.



ADDRESS 30 South Meridian Street, Suite 1000, Indianapolis, IN 46204

PHONE 317 232 7777 **TOLLFREE** 800 872 0371 **WEB** www.ihcda.IN.gov

